

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
HEALTH INFORMATION MANAGEMENT DEPT

JOB CLASSIFICATION: MEDICAL TRANSCRIBER
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The major tasks, duties, and responsibilities of the Medical Transcriber position include the ability to accurately transcribe a variety of medical record reports, (e.g. psychiatry, psychology, medical, forensic, and social work services) which are of average difficulty. Incorporate knowledge of technical medical/psychiatric terms and abbreviations while transcribing reports. Accurately transcribe court and legal correspondence and transcribe interoffice memorandums. The Medical Transcriber will use the central dictation system and its functions and features to transcribe dictation. The Medical Transcriber must transcribe, and process dictated reports according to established procedures, using appropriate computerized medical forms and report formats. The transcriptionist will utilize appropriate resources and reference materials to check transcribed reports for dictation inconsistencies, discrepancies, and/or inaccuracies. The transcriptionist must carefully proofread and appropriately edit, revise and/or clarify dictation, using proper English mechanics, without altering the meaning of or changing the dictator's style.

The expectation is that dictated reports will be transcribed in accordance within specified time frames and/or deadlines, and that reports will meet the quality and productivity standards established by the Health Information Management Department. Medical Transcriptionists must have the ability to perform accurate mathematical computations; follow difficult written and oral directions; and, when necessary, evaluate situations correctly and take effective professional action.

85% **The Medical Transcriptionist is responsible for transcribing dictation generated through the hospital's central dictation system. Note: Reports to be transcribed frequently contain offensive language and sexually graphic material. Transcribed reports are to reflect knowledge of English mechanics including grammar, spelling, punctuation, and sentence construction. The Medical Transcriptionist is responsible for utilizing appropriate resources and reference materials to proofread transcribed reports for dictation inconsistencies, discrepancies, or inaccuracies. When indicated dictation must be appropriately edited, revised, and/or clarified without altering the meaning of the dictation or changing the dictator's style.**

5% Route completed work to designated departments for required signatures and filing or to supervisor for further processing.

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- 5% Maintain an accurate daily personal log of all processed work, which is readily accessible upon request.
- 5% Assist other Health Information Management Department (HIMD) Sections by performing assorted duties when requested by the HIMD managers, supervisors and/or leads.

2. SUPERVISION RECEIVED

Senior Medical Transcriber

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Modern office methods, supplies, and equipment; technical medical terms and abbreviations; central dictation system; various medical forms and reports and their processing; business English and correspondence.

ABILITY TO:

Type at a speed not less than 45 words a minute from ordinary manuscript or printed or typewritten material; spell correctly; read and write English at a level required for successful job performance; make arithmetical computations; follow difficult oral and written directions; and evaluate situations correctly and take effective action; and perform medical clerical work of average difficulty including the ability to process a large variety of medical reports and correspondence; transcribe accurately difficult dictation involving a variety of medical terms from a dictating machine.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Knowledge of medical terminology, including psychiatric, psychology, neurological, as well as forensic and legal terminology. Knowledge of the proper DSM-5 codes and latest medications (dosages and spellings) used by hospital physicians and psychiatry staff. Knowledge of current assessment measures, evaluations, and testing procedures used within each department regarding patient treatment. Knowledge of the latest grammatical protocols regarding punctuation, sentence structure and word use in the English language.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Personal Computers, central dictation system, and Microsoft Word.

6. LICENSE OR CERTIFICATION - Not applicable

7. TRAINING - Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date